Connect your rockets.utoledo.edu email address with your Gmail account

To be able to view your @rockets.utoledo.edu email account inside of your Gmail account, follow the instructions below.

1) Log into your Gmail account and click the “Settings” link at the top.
2) Once you click that link, you will see the screen below. Click on the “Add POP3 Email Account” button to begin the setup.

![Gmail Settings](image-url)
3) After clicking that button, you will be prompted to enter your email address as shown in the screenshot below.

![Add a mail account you own](image.png)

4) After entering your email address, you will need to add the settings for your account as shown in the following screenshot. For your username, you will need to put UTAD username `@rockets.utoledo.edu` instead of putting `first.last@rockets.utoledo.edu`. The POP Server will be `outlook.com` and this has to be set to Port 995. The check box for “Always use a secure connection (SSL) when retrieving mail” needs to be checked. Once this info is entered, you can click the “Add
5) After adding the server settings, you will be asked if you want to be able to send mail from your @rockets.utoledo.edu email while inside of your Gmail account as shown in the screenshot below.

![Gmail - Add a mail account you own - Windows Internet Explorer](image)

**Your mail account has been added.**

You can now retrieve mail from this account. Would you also like to be able to send mail as aaron.flynn@rockets.utoledo.edu?

- Yes, I want to be able to send mail as aaron.flynn@rockets.utoledo.edu.
- No (you can change this later)

[Next Step »]
6) Next enter the name you would like displayed when you send from your @rockets.utoledo.edu email account while logged into Gmail
7) After entering your name, you will be prompted to send mail through Gmail’s SMTP server or through another one. The best way for this to be set up is to send through Gmail as they mention.
8) The next step is for Gmail to send a verification email to your @rockets.utoledo.edu. Click the “Send Verification” button for this to be processed as shown below.
9) Once you receive the verification email in your @rockets.utoledo.edu account, enter the provided code into your Gmail account as shown below:

![Gmail verification code](image)

10) After entering the verification code, your account will be added into your Gmail account and you should see a screen similar to the one shown below:

![Gmail settings](image)